

## V. AVIATION MAINTENANCE

### 11. Aircraft Armament

#### **a. Standing Operating Procedures (SOP)**

Are Standing Operating Procedures (SOP) established and maintained for current maintenance operations? (*AR 750-1, para 3-6b*). **P / F / NA**

#### **b. The Army Records Information Management System (ARIMS)**

(1) Are the record managers and coordinators registered at the appropriate level on the ARIMS website (<https://www.arims.army.mil>)? (*AE 25-400-2, para 5g*) **P / F / NA**

(2) Are Office Record Lists (ORL) being created, approved, and maintained on the ARIMS website? (*AE 25-400-2, para 5h*) **P / F / NA**

(3) Are the ORLs being reviewed for approval by the supporting MSC or ASG records manager? (*AE 25-400-2, para 4b(5)b*) **P / F / NA**

(4) Are units deployed or involved in CONOPS managing their records according to Appendix A? (*AE 25-400-2, Appendix A*) **P / F / NA**

(5) Do the filing labels contain the correct information according to AE 25-400-2? (*AE 25-400-2, para 5a,b,c & d*) **P / F / NA**

(6) Are all record information being identified and properly marked and stored? (*AE 25-400-2, para 5a-d*) **P / F / NA**

(a) Paper, floppy disks, or similar media, labels may be handwritten or printed off of the ARIMS website.

(b) Digital record information on shared network drives, hard drives, or other similar storage devices will include the information in para 5d (1) a-e.

(c) All folders and containers used to store official record information, including personal email folders and shared folders on servers, will be labeled.

(7) Is the checklist in Appendix C used to evaluate the records management program and? (*AE 25-400-2, para 5i*) **P / F / NA**

#### **c. Publications Maintenance / Shop Library**

(1) Does each shop maintain a complete, up-to-date set of technical publications for all supported aircraft? (*FM 3-04.500, para 8-16*) **P / F / NA**

(2) Are publications filed correctly? (*FM 3-04.500, para 8-113; DA Pam 25-40, para E 12-20*) **P / F / NA**

- (3) Are changes to publications posted correctly? (*DA Pam 25-40, Appendix E, para E8-11*) **P / F / NA**
- (4) Does the shop have a technical data familiarization chart or computer printout to ensure maintenance personnel are familiar with publications relevant to their duties? (*FM 3-04.500, para 8-18*) **P / F / NA**
- (5) Are technical inspectors checking the charts or printouts during publication review to ensure the following: (*FM 3-04.500, para 8-18*) **P / F / NA**
- (a) All publications used by the shop are listed?
  - (b) All shop personnel are listed?
  - (c) All personnel initialed to indicate their understanding of the publications?
  - (d) All changes are posted according to DA Pam 25-40?
- (6) Have technical inspectors checked the shop library quarterly to ensure the following: (*FM 3-04.500, para 8-111*) **P / F / NA**
- (a) Libraries are located conveniently to users?
  - (b) Required manuals are on hand or on order?
  - (c) No unnecessary publications are on hand?
  - (d) Changes are properly posted and indexes reflect the status of publications on hand?
  - (e) No superseded or rescinded manuals are used?
  - (f) Classified publications are stored according to AR 380-5?

**d. Maintenance Training Program**

- (1) Has the Commander established a maintenance-training program? (*AR 750-1, para 2-16a(5)*) **P / F / NA**
- (2) Is a training program established for skill level 1 through 4 to ensure all soldiers are properly trained in their MOS? (*USAREUR Reg 350-1, para 4-4c*) **P / F / NA**

**e. CPR Training / Documentation**

- (1) Are personnel who work with electrical equipment, circuits, and transmission lines trained and certified in mouth-to-mouth and cardiopulmonary resuscitation? (*TB 385-4, para 1-6a*) **P / F / NA**
- (2) Are personnel trained annually on the safety precautions in TB 385-4, the safety SOPs, and the location of safety equipment to be used in emergencies? (*TB 385-4, para 1-6b*) **P / F / NA**

**f. Toolbox Procedures**

- (1) Are tools being properly cared for? *(TM 1-1500-204-23-9, para 2-3)* **P / F / NA**
- (2) Are monthly toolbox inventories being conducted? *(FM 3-04.500 para 5-6)* **P / F / NA**
- (3) Is there a shortage annex listing for missing or broken tools? *(DA Pam 710-2-1, para 6-1)*  
**P / F / NA**
- (4) Does each soldier assigned property retain a hand-receipt, DA Form 2062? *(DA Pam 710-2-1, para 5-3(2))* **P / F / NA**
- (5) Are all tools, hardware, and other equipment properly accounted for at the end of each maintenance operation? *(AR 385-95, para 2-2(3)(e))* **P / F / NA**

**g. Equipment Safety and Maintenance**

- (1) Does each shop maintain a copy of the Shop Safety Inspection sheet? *(FM 3-04.500, para 8-12)* **P / F / NA**
- (2) Do armament personnel fill out a DA Form 2404 for each uploader/downloader during Preventive Maintenance Checks and Services (PMCS)? *(TM 9-4925-233-13, para 2-2-1)* **P / F / NA**

**h. CADS and PADS**

- (1) Are impulse cartridges replaced after shelf life expiration date or 36 months of installation, whichever ever occurs first? *(TB 9-1300-385 Appendix D)* **P / F / NA**
- (2) Is the computed replacement, installation date, and lot # recorded on DA Form 2408-18? *(DA Pam 738-751, para 2-13)* **P / F / NA**

**i. Bench Stock Procedures**

- (1) Has the maintenance officer approved the authorized bench stock list semi-annually by signing the last page? *(AR 710-2, para 2-24b)* **P / F / NA**
- (2) Are bench stock replenishment tags (DA Form 1300-4 or alternate tags) collocated with the items? *(AR 710-2, para 2-24e)* **P / F / NA**

**REFERENCES:**

AE 25-400-2	31 Dec 03	DA Pam 738-751	15 Mar 99
AR 385-95	10 Dec 99	FM 3-04.500	26 Sep 00
AR 710-2	25 Feb 04	TB 385-4	1 Aug 92
AR 750-1	18 Aug 03	TM 1-1500-204-23-9	31 Jul 92, Chg 4
DA Pam 25-40	29 Dec 03	TM 9-4925-233-13	09 Aug 91, chg 8
DA Pam 710-2-1	31 Dec 97	UR 350-1	15 May 03